

MEDIA REQUEST FORM

13th Judicial Circuit Court

Note: Use a Separate Request Form for Each Case

Name of Person Requesting Coverage: _____

Name of Organization: _____

Phone Number: _____

NATURE OF REQUEST

☐ Still Photography  ☐ Audio Recording  ☐ Videotaping 

PROCEEDING

County: ☐ Boone ☐ Callaway

Title of Case: _____ Case Number: _____

Judge: _____ Division: _____

Stage(s) of the proceeding for which this request is being made: ☐ ALL

☐ Initial Arraignment ☐ Preliminary Hearing ☐ Circuit Court Arraignment
☐ Hearing ☐ Trial ☐ Sentencing

Date(s) of Hearing(s): _____

NOTE:

- All requests must be made to the media coordinator in writing at least five days before the proceeding.
- The court may specify conditions of the media coverage.
- If approved, all media equipment and personnel must be in place in the courtroom at least 15 minutes prior to the scheduled commencement of the court session. Equipment may be installed in or removed from the courtroom *only when the court is not in session*.
- Individuals covering court proceedings may not have contact with, nor photograph or video, jurors.

RETURN THIS FORM TO:

Media Coordinator: **Jim Robertson, Managing Editor, *Columbia Daily Tribune***
Phone: (573) 815-1707 Fax: (573) 815-1701

Back-Up Coordinator: **Joe Shults, Training Editor, *Columbia Daily Tribune***
Phone: (573) 815-1730